

**MINUTES OF A MEETING OF THE EMPLOYMENT AND APPEALS COMMITTEE
HELD AT COUNTY HALL, LLANDRINDOD WELLS ON
FRIDAY 9TH OCTOBER 2015**

PRESENT:

County Councillors PJ Ashton, DC Jones, JR Jones, PJ Medicott, JG Morris, KM Roberts-Jones, KF Tampin, AG Thomas and J.M. Williams

Solicitor to the Council and the Account Manager (People)

Apologies for absence were received from County Councillors A Holloway, PE Lewis, RH Mills and JG Shearer.

1.	ELECTION OF CHAIR	EAC11 – 2015
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RESOLVED that County Councillor John Morris be elected Chair for the ensuing year.

2.	ELECTION OF VICE CHAIR	EAC12 – 2015
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RESOLVED that County Councillor Michael Williams be elected Vice Chair for the ensuing year.

3.	MINUTES	EAC13 – 2015
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The Chair was authorised to sign the minutes of the meeting held on 27th February 2015 as a correct record.

4.	DECLARATIONS OF INTEREST	EAC14 – 2015
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There were no declarations of interest reported.

5.	EMPLOYMENT APPEALS UPDATES	EAC15 – 2015
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Members gave feedback on their recent experiences of taking part in appeals panels. Amongst the points raised were

- Investigating officers need to sign and date reports.
- Investigating officers need to interview appellants.
- Contact with appellants should be formal.
- Staff need training on the Code of Conduct.
- HR staff dealing with appeals need to work in areas where confidential information cannot be overheard.
- Need for clarity on whether appellants can be consulted by a solicitor.
- Suspended staff need to be kept updated on the progress of their cases.
- Members who have sat on appeals hearings should be invited to the Employment Tribunal if the case is referred there.

The Account Manager thanked Members for their feedback and agreed to implement their suggestions where possible.

6.	UPDATE ON CASE LOAD	EAC16 – 2015
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Details of the current case load, which broke down the number of cases per department and the types of cases, were circulated. The Committee was pleased to note that the number of cases which went to appeal had been greatly reduced. There had been 186 cases in the current year, 117 of which had been closed. The figures included one case that HR had been asked to undertake for Powys Teaching Health Board.

24 of the cases related to sickness absence. Members were advised that the current average sickness rate was 7.6 days per member of staff against the Council's target of 8 days. The aim was to reduce this to 6.5 days. The Account Manager was asked to show the figures as a percentage of staff in the directorates concerned.

He also agreed to make available the costs of those staff suspended on full pay. He confirmed that the cases of suspended staff was reviewed on a monthly basis.

7.	EMPLOYMENT LAW UPDATE	EAC17 – 2015
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The Solicitor to the Council briefed the Committee on a number of examples of recent employment case law. One of the cases highlighted was the ruling by the European Court of Justice that travel time for mobile workers with no mobile to their first appointment of the day, and from their last appointment, is 'working time'.

8.	POLICY REVIEW UPDATE AND TIMETABLE	EAC18 – 2015
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The Account Manager explained that the existing policies were being reviewed with a view to streamlining and standardising them. He was asked to check the process for signing policies off. The Accounts Manager agreed to speak to the Schools Service about inviting a member of the Governors' Consultative Body to the Employment Policy Forum.

9.	HR SERVICE OBJECTIVES	EAC19 – 2015
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The Account Manager outlined the objectives for the Human Resources team for the period to 2018.

It was agreed that there would be a training session on disciplinary policy arranged for the next meeting.

J.G. MORRIS
Chair